

**U.S. DEPARTMENT OF EDUCATION**

**Education Data Exchange Network (EDEN)**

***EMAPS* User Guide: IDEA Part B  
Maintenance of Effort (MOE) Reduction  
and Coordinated Early Intervening  
Services (CEIS)**

**Release 1.0**

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**U.S. Department of Education**

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## DOCUMENT CONTROL

### DOCUMENT INFORMATION

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### DOCUMENT HISTORY

Version Number	Date	Summary of Change
1.0	2/21/2013	Version 1.0 of this document introduces the first release of the IDEA Part B Maintenance of Effort Survey...

## PREFACE

The EMAPS IDEA Part B Maintenance of Effort (MOE) Reduction and Coordinated Early Intervening Services (CEIS) User Guide is intended to provide assistance to users of the *EDFacts Metadata and Process System (EMAPS)*. This guide demonstrates the steps necessary to enter IDEA Part B Maintenance of Effort (MOE) Reduction and Coordinated Early Intervening Services (CEIS) data and navigate this survey in EMAPS.

This guide will be updated if major system modifications affect user procedures.

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## 1.0 INTRODUCTION

The *EDFacts Metadata and Process System (EMAPS)* is a Web-based tool used to provide State Education Agencies (SEAs) with an easy method of reporting and maintaining data to (1) meet Federal reporting requirements, and (2) provide information on state policies, plans, and metadata in order to aid in the analysis of data collected

### 1.1 Technological Requirements

***Before You Begin:***

It is recommended that Internet Explorer versions 7, 8 or 9 and Firefox versions 3.5, 3.6 and 4.0 be used when accessing *EMAPS*.

## 2.0 Overview

This survey has been developed under Section 618, Part B of the Individuals with Disabilities Education Act (IDEA). This information is entered by the IDEA Part B data managers. The survey provides the following information for every local educational agency (LEA) or educational service agency (ESA) that receives a IDEA Section 611 or 619 subgrant:

- LEA/ESA Allocations which includes the IDEA 611 and 619 allocation amounts for each LEA/ESA in the State for the reference Federal fiscal year and the previous Federal fiscal year.
- Maintenance of Effort (MOE) Reduction which includes the determination under the 34 CFR § 300.600(a)(2) for each LEA/ESA and how much the LEA/ESA reduced of local and/or State funds taken under Section 613(a)(2)(C) for the reference school year.
- Provision of Coordinated Early Intervening Services (CEIS) which includes whether each LEA/ESA was required to reserve funds for CEIS due to significant disproportionality during the reference school year and whether each LEA/ESA voluntarily reserved for funds for CEIS. For each LEA/ESA that reserved funds for CEIS (required or voluntary), the dollar amount that was reserved during the reference school year.
- Number of Children Receiving CEIS which includes the number of children who received CEIS during the reference school year and the number of children who received CEIS at any time during the reference school year and the two preceding school years and received special education and related services during the reference school year.

This report shall be run for 50 states plus the District of Columbia, Puerto Rico, Virgin Islands, Bureau of Indian Education, outlying areas and freely associated states.

### 3.0 FREQUENTLY ASKED QUESTIONS

Below is a list of frequently asked questions regarding this EMAPS IDEA Part B Maintenance of Effort (MOE) Reduction and Coordinated Early Intervening Services (CEIS) process. Additional questions about how the process works or suggestions for enhancements to the process should be directed to the Partner Support Center at [EDEN\\_SS@ed.gov](mailto:EDEN_SS@ed.gov).

#### **What is the primary use of this information?**

The survey provides the following information for every local educational agency (LEA) or educational service agency (ESA) that receives a IDEA Section 611 or 619 subgrant:

- LEA/ESA Allocations which includes the IDEA 611 and 619 allocation amounts for each LEA/ESA in the State for the reference Federal fiscal year and the previous Federal fiscal year.
- Maintenance of Effort (MOE) Reduction which includes the determination under the 34 CFR § 300.600(a)(2) for each LEA/ESA and how much the LEA/ESA reduced of local and/or State funds taken under Section 613(a)(2)(C) for the reference school year.
- Provision of Coordinated Early Intervening Services (CEIS) which includes whether each LEA/ESA was required to reserve funds for CEIS due to significant disproportionality during the reference school year and whether each LEA/ESA voluntarily reserved for funds for CEIS. For each LEA/ESA that reserved funds for CEIS (required or voluntary), the dollar amount that was reserved during the reference school year.
- Number of Children Receiving CEIS which includes the number of children who received CEIS during the reference school year and the number of children who received CEIS at any time during the reference school year and the two preceding school years and received special education and related services during the reference school year.

The data collected using this survey is authorized by the Individuals with Disabilities Education Act (IDEA), Section 618.

These data were previously reported in Table 8, "Report on IDEA Part B Maintenance of Effort Reduction (34 CFR §300.205(a)) and Coordinated Early Intervening Services (34 CFR §300.226)."

The data are also used for monitoring the programs and activities under IDEA and reported by the Office of Special Education Programs (OSEP)'s Annual Report to Congress on the Implementation of IDEA.



**Who in my state was given access to its IDEA Part B MOE Reduction & CEIS Report?**

Each state IDEA Part B Data Manager has been granted access to EMAPS in order to upload the data file, check for errors and download the final report.

**Can someone other than the Part B Data Manager upload these data and review the errors and warnings for my state? If so, how do I do that?**

Yes. If the Part B Data Manager wishes to authorize someone else to submit the data or review the errors and warnings for this report, please contact the Partner Support Center to add access for that individual.

Phone: (877) 457-3336  
Email: [EDEN\\_SS@ed.gov](mailto:EDEN_SS@ed.gov)  
TTY#: (888) 403-3336

The PSC is open from 8 a.m. to 6 p.m. ET, Monday through Friday.

**Will the system send any notifications?**

EMAPS will send notifications to Part B Data Managers at the following times:

- Part B Data Managers will receive the initial individualized .csv file template one week prior to the opening of the system.
- When the system is open and available for uploading files.
- When data file has been submitted for your state.
- If your state's uploaded data file has fatal errors.
- When your state's uploaded data file has no errors and is an acceptable file.
- If no files have been uploaded two weeks prior to the close of the system.

Three days prior to the close of the system one of 4 emails may be sent to Part B Data managers if action is still required:

- No files have been uploaded three days prior to the close of the system
- Uploaded data file has fatal errors.
- The data file is not submitted
- A submitted data file has warnings.

Additionally, states will receive notifications when the system is reopened for data resubmission:

- If resubmission is required
- When the system has been reopened and no resubmission is required

- If corrected a data file has not been submitted one week prior to the close of the reopen period for states requiring resubmission.
- One week prior to the close of the reopen period

**When are the data due?**

The completed report is due no later than 11:59PM ET, May 1, 2013.

There will be a reopen period between August 1, and August 31, 2013. The data will be frozen on August 31, 2013 to be used by OSEP in the Annual Report to Congress, public reporting of the IDEA Section 618 data, and ad hoc requests.

Do not submit preliminary or placeholder data just to meet the submission deadline. These data are submitted to meet the annual data reporting requirements under IDEA Section 618. The data will be evaluated for timeliness, completeness, and accuracy.

**Are all states required to submit the IDEA Part B MOE Reduction & CEIS Report via EMAPS for FFY 2011/SY 2011-2012?**

Yes; this report shall be run for 50 states plus the District of Columbia, Puerto Rico, Virgin Islands, Bureau of Indian Education, outlying areas and freely associated states.

**What reporting year will this data collection cover?**

The LEA/ESA allocations reported in the IDEA Part B MOE Reduction and CEIS Report represent both FFY 2010 and FFY 2011. FFY 2010 includes Section 611 funds available on July 1, 2010 and October 1, 2010 and Section 619 funds available on July 1, 2010. FFY 2011 includes Section 611 funds available on July 1, 2011 and October 1, 2011 and Section 619 funds available on July 1, 2011.

The other data elements represent SY 2011-12.

The count of children receiving CEIS should cover an entire year.

**Where can I find the individual state data file template for the MOE Reduction & CEIS Report?**

This will be emailed to you one week prior to the opening of the process. Please contact PSC if you do not have access to your state's individual data file template.

**Must I supply all the Names and NCES IDs for each LEA/ESA?**

No; the blank report, which you can download from EMAPS will be pre-populated with the LEA/ESA data that were used last year.

**Can I add or modify the list of LEA/ESAs?**

Yes; you may add LEA/ESAs, change their names or NCES ID Numbers as needed, or remove inactive LEA/ESAs. Please see page 16 of this User Guide for instructions on how to add or modify the list of LEA/ESAs provided in the individual state data file templates.

**NOTE!** All LEA/ESA names that contain a comma must be put in quotation marks.

**Some of my NCES IDs have the format of ##F####, what does this mean?**

LEA/ ESAs reported last year in the MOE Reduction and CEIS data collection that did not match the LEA/ESAs in the NCES Directory file submitted to ESS were given NCES ID placeholders. Please change the NCES ID to the actual NCES ID, if it is available in the NCES Directory files in ESS. If an actual NCES ID does not exist for the LEA/ESA, please maintain the NCES ID placeholder. For instructions about updating the NCES ID, please see page 16 of this user guide.

**May I leave a field blank?**

Blanks are not permitted for any field with the exception of the NCES ID Number when the update flag is '3' (New) or for all data fields except NCES ID and LEA/ESA name when the update flag is '2' (no longer used). When there are no changes the update flag may be blank. (For more information on update flags for NCES ID Numbers, please see pages 16.) All other blanks will require correction and for the file to be re-uploaded.

**Can I report data as Missing?**

The user should report a count as "Missing" when the State did not or cannot report a count for the specific category that is applicable to the state.

**NOTE!** When submitting "Missing", the user should enter a 'M' into the field.

**NOTE!** Missing is not permitted for the LEA/ESA Name field or NCES ID. The LEA/ESA NCES ID may be left blank, if the state does not know the NCES ID or if the NCES ID is unavailable. Missing is not a permitted value for this field

**Is Not Applicable acceptable for any field?**

Not applicable, reported as 'NA' is not acceptable for LEA/ESA voluntary CEIS column C3A and C3B (amount reserved for voluntary CEIS), otherwise the file will require correction and will need to be re-uploaded. 'NA' is also not acceptable for the school year for determinations. Reporting other fields as "NA" is acceptable.

**I uploaded my .CSV file, how long until my reports are available?**

It may take several hours to process your reports. You will receive an automated email from the system once they have finished processing. You will not be able to view the

final report of your data with the auto-calculated figures and percentages as well as warning messages until you have received the automated email.

**NOTE!** Do not resubmit the file if you have not received an email. If you have any questions about the status of your file, please contact PSC.

### **When can I revise my state's report after the due date?**

Users will be able to access the report to modify data between August 1 and August 31, 2013.

### **Will I have access to the report after I have submitted data to the database?**

Yes. Users will be able to upload data files and access their state's reports until the May 1, due date. After the due date, a user may review the report but may NOT upload data until the reopen period (August 1-31, 2013).

### **Can I make corrections to the submitted report before the due date/ freeze date?**

Yes. IDEA Part B Data Managers will be able to override any previously submitted versions of their state report by uploading a new version of the data file. There are no limits to the number of times a user can submit a data file.

**NOTE!** A data file that is uploaded will overwrite any previously uploaded data files. Only the most recently uploaded data file will be reviewed.

### **Is there a character limit for the survey comment boxes provided?**

Yes. The comment field is a paragraph type format with a maximum size of 4000 characters.

### **Can I print the results of this report?**

Yes. The final .csv file may be opened in Excel and printed.

### **Whom do I contact for login problems or technical assistance with the EMAPS tool?**

For login and technical assistance please contact the EDEN Partner Support Center:

Phone: (877) 457-3336

Email: [EDEN\\_SS@ed.gov](mailto:EDEN_SS@ed.gov)

TTY#: (888) 403-3336

The PSC is open from 8 a.m. to 6 p.m. ET, Monday through Friday.

## 4.0 Accessing EMAPS Step-By-Step Instructions

If you need your EMAPS login credentials or your username and password reset please contact the Partner Support Center (PSC) for assistance.

Email: [eden\\_ss@ed.gov](mailto:eden_ss@ed.gov)

Telephone: 877-457-3336 (877-HLP-EDEN)

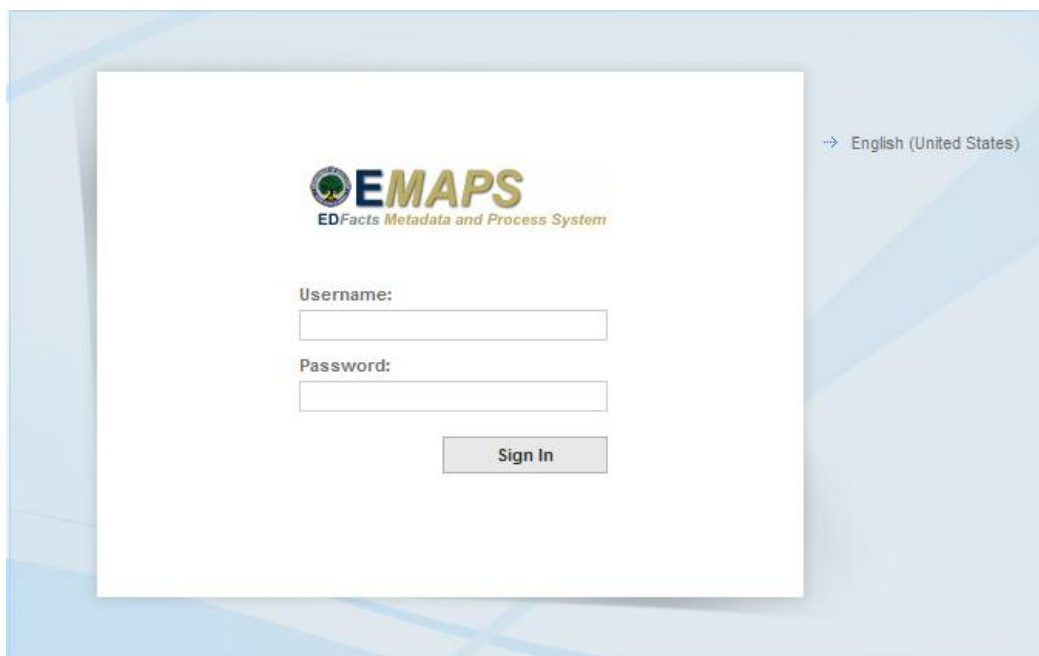
TTY/TDD: 888-403-3336 (888-403-EDEN)

The PSC is open from 8 a.m. to 6 p.m. ET, Monday through Friday.

### 4.1 Logging into the EMAPS web site directly

To log in directly to EMAPS, go to <https://emaps.ed.gov/suite/> which will navigate you to the EMAPS login screen. Users will enter their assigned username and password for access.

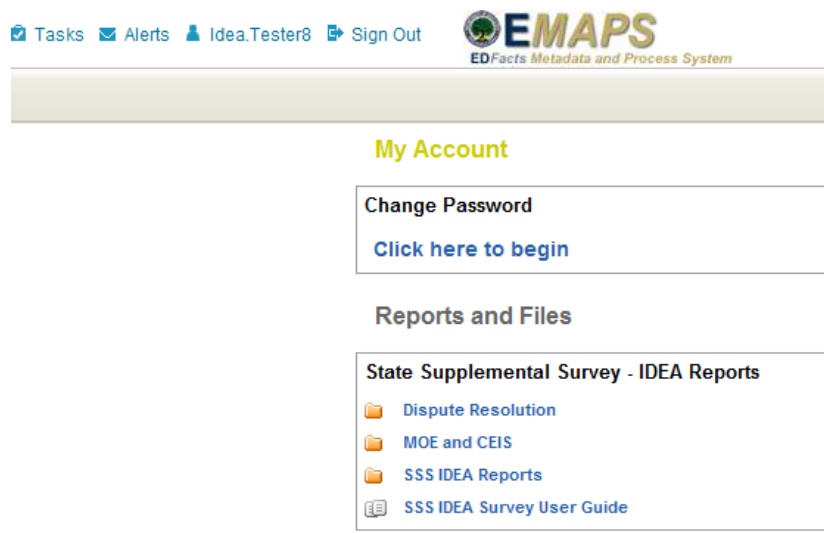
**NOTE!** Your EMAPS username and password are case sensitive.



## 5.0 Accessing IDEA Part B MOE Reduction & CEIS Template

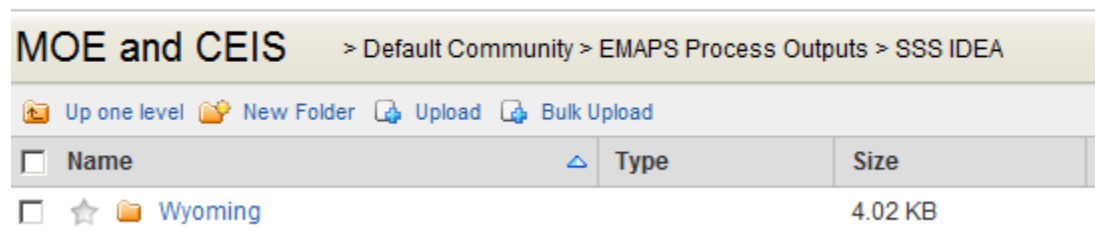
Blank.CSV data file templates will be sent to states by EMAPS one week prior to the opening of the system. If you lose your email or otherwise need access to the blank data file template, it will also be available within EMAPS.

To access the blank .CSV data file template, select the MOE and CEIS folder in the reports Repository.



Once you click on the survey folder your state's folder will display

### EMAPS Home



Once you have clicked your state's folder select the "[StateName] Data Files" folder

[EMAPS Home](#) ▾**Wyoming** > Default Community > EMAPS Process Outputs > SSS IDEA > MOE and CEIS[Up one level](#) [New Folder](#) [Upload](#) [Bulk Upload](#)

<input type="checkbox"/>	Name	Type	Size
<input type="checkbox"/>	★ <a href="#">Wyoming Data Files</a>		4.02 KB
<input type="checkbox"/>	★ <a href="#">Wyoming Error Reports</a>		0 KB
<input type="checkbox"/>	★ <a href="#">Wyoming Reports</a>		0 KB

The blank .CSV data file template will be available for you to download in this folder.

[EMAPS Home](#) ▾**Wyoming Data Files** > Default Community > EMAPS Process Outputs > SSS IDEA[Up one level](#) [New Folder](#) [Upload](#) [Bulk Upload](#)

<input type="checkbox"/>	Name	
<input type="checkbox"/>	★ <a href="#">Wyoming MOE and CEIS FFY 2011 SY2011-12</a>	

## 6.0 Completing the IDEA Part B MOE Reduction & CEIS Report

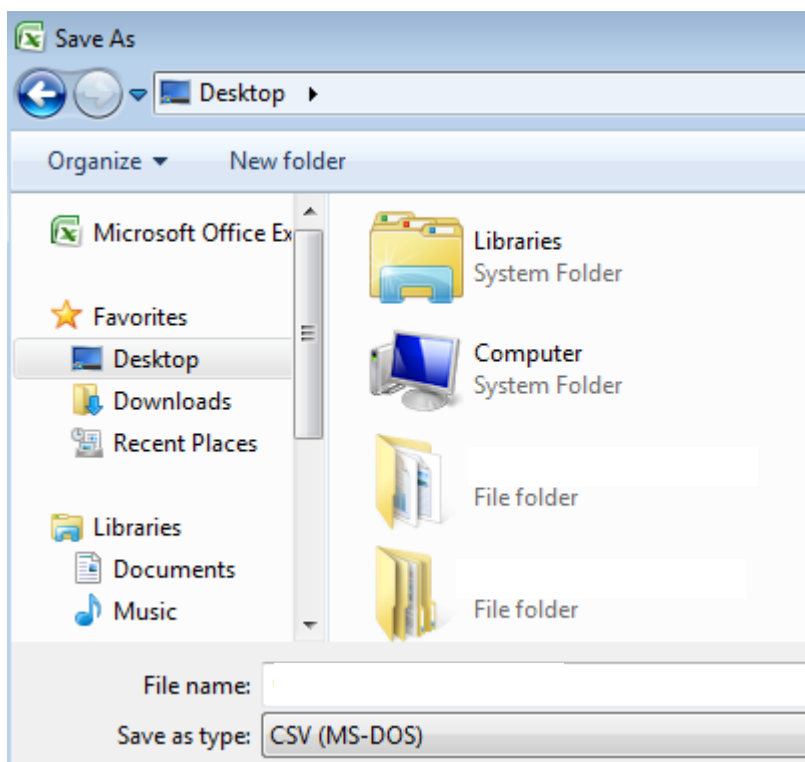
In order to complete the IDEA Part B MOE Reduction and CEIS report, states should enter all of the data into the .CSV data file template. If you work in Excel, be sure to have all of your fields formatted as text fields.

**NOTE!** Errors may occur if the data file is not formatted as text. If you cut and paste data, be sure to format all data as text prior to pasting it into the template. You may need to pay special attention to any data that have leading zeros.

Be sure that all fields in the template are in text format before submitting it to EMAPS.

**NOTE!** .CSV data file templates may be edited in Excel, but you must be sure to save the files as .CSV.

In order to save your file as .CSV select 'Save As' and then choose .CSV from the drop down menu as shown below.



Specific guidance for each portion of the report is available below.



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## 6.1 Updating the List of LEA/ESA in the MOE Reduction and CEIS Report

All LEA/ESAs on your state's data file template were identified by your state in the prior fiscal year. As needed, states may add, change or remove LEA/ESAs.

In the LEA/ESA Name column (column C), list the name of each LEA and ESA that receives a Section 611 or Section 619 subgrant from your state.

In the NCESID column (column D), list the NCES identification number for each LEA and ESA that receives a Section 611 or Section 619 subgrant from your state. If the ESAs in your state do not have NCES identification numbers or you do not know the NCES identification numbers, please leave this field blank.

### To Add a LEA/ESA

Enter '3' in the Update Flag column (column A), and enter the LEA/ESA's name and NCES ID information (if known) into the 'NCES ID' field (column D). If you do not know the NCES identification numbers, please this field blank.

**NOTE!** If unknown, a temporary NCES ID will be assigned. These temporary IDs are unique to each LEA/ESA, and should be updated with the actual NCES ID if a valid ESS NCES ID is available. If there is still no ESS NCES ID available, continue to use the temporary NCES ID. The format of these IDs are ##F####

### To Remove a LEA/ESA

Enter '2' in the Update Flag column (column A), and leave the rest of the row as it is.

### To Change a LEA/ESA

If the name of the LEA/ESA is changing enter '1' in the Update Flag field (column A) and update the LEA/ESA name.

If the NCES ID has changed, enter '5' in the Update Flag field (column A) and enter the new NCES ID # in the 'NCES ID' field (column D). Enter the old NCES ID # in the 'Previous Year' field (column B).

**NOTE!** The new NCES ID must be a valid ESS NCES ID.

## 6.2 Entering data into the data fields.

After making any necessary updates for LEA/ESA identifying Information, complete each column in the .csv file for each LEA/ESA. The columns request the following information:

- Total LEA/ESA allocations for Section 611 FFY 2010 (A2A)
  - Permitted values: positive numbers up to 2 decimal places; 'M' for missing; 'NA' for not applicable
  - **NOTE!** Do NOT use commas in the format for dollar amounts
- Total LEA/ESA allocations for Section 611 FFY 2011 (A2B)
  - Permitted values: positive numbers up to 2 decimal places; 'M' for missing; 'NA' for not applicable
  - **NOTE!** Do NOT use commas in the format for dollar amounts
- Total LEA/ESA allocations for Section 619 FFY 2010 (A3A)
  - Permitted values: positive numbers up to 2 decimal places; 'M' for missing; 'NA' for not applicable
  - **NOTE!** Do NOT use commas in the format for dollar amounts
- Total LEA/ESA allocations for Section 619 FFY 2011 (A3B)
  - Permitted values: positive numbers up to 2 decimal places; 'M' for missing; 'NA' for not applicable
  - **NOTE!** Do NOT use commas in the format for dollar amounts
- What year's data were used to make LEA/ESA determinations in your state (B2Year)
  - Permitted values: positive integers entered in the format of XXXX-XX
  - **NOTE!** The school year reported must be the same for each LEA or ESA.
- The determination under 34 CFR § 300.600(a)(2) that controls whether the LEA may be able to reduce MOE
  - *Permitted values for acceptable responses:*
    - '1' – meets the requirements and purposes of Part B,
    - '2' – needs assistance in implementing the requirements for Part B,
    - '3' – needs intervention in implementing the requirements for Part B,
    - '4' – needs substantial intervention in implementing the requirements of Part B
    - 'NA' – not applicable
    - 'M' – missing
- Reduction of local and/or State funds pursuant to Section 613(a)(2) (C) by the LEA/ESA during SY 2011-12 (B3)
  - Permitted values: positive numbers up to 2 decimal places; 'M' for missing, 'NA' for not applicable
  - **NOTE!** Do NOT use commas in the format for dollar amounts
- Was the LEA/ESA required to use 15% of funds for CEIS due to significant disproportionality in SY 2011-12? (C2A)
  - *Permitted values for acceptable responses:*
    - "0" - No,

- “1” - Yes
  - “NA” – not applicable
  - “M” - missing
- Amount reserved for required CEIS in the LEA/ESA in SY 2011-12(C2B)
  - Permitted values: positive numbers up to 2 decimal places; ‘M’ for missing; ‘NA’ for not applicable
  - **NOTE!** Do NOT use commas in the format for dollar amounts
- Did the LEA/ESA voluntarily use up to 15% of IDEA 611 and 619 funds for CEIS in SY 2011-12? (C3A)
  - Permitted values for acceptable responses:
    - “0” - No
    - “1” - Yes
    - “M” - missing
  - **NOTE!** NA is not an acceptable value for this field.
- Amount reserved for voluntary CEIS in SY 2011-12 (C3B)
  - Permitted values: positive numbers up to 2 decimal places; ‘M’ for missing
  - **NOTE!** Do NOT use commas in the format for dollar amounts
  - **NOTE!** NA is not an acceptable value for this field.
- Total number of children receiving CEIS under the IDEA in the LEA/ESA during SY 2011-12 (D2)
  - Permitted values: positive interger; “M” for missing
  - **NOTE!** No decimals are permitted in the total field
- Total number of children who received CEIS under the IDEA anytime in the past two school years and received special education and related services in SY 2011-12 (D3)
  - Permitted values: positive interger; “M” for missing

---

### 6.2.1 Specific Instructions for Section A: LEA Allocations

Total LEA/ESA allocations for Section 611 FFY 2010 (A2A)

- Report the total Federal fiscal year (FFY) **2010** allocation of Section 611 funds each LEA or ESA received for FFY **2010** (i.e., funds available on July 1, **2010** and October 1, **2010**).

Total LEA/ESA allocations for Section 611 FFY 2011 (A2B)

- Report the total FFY **2011** allocation of Section 611 funds each LEA or ESA received for FFY **2011** (i.e., funds available July 1, **2011** and October 1, **2011**).

Total LEA/ESA allocations for Section 619 FFY 2010 (A3A)

- Report the total FFY **2010** allocation of Section 619 funds each LEA or ESA received for FFY **2010** (i.e., funds available July 1, **2010**).

Total LEA/ESA allocations for Section 619 FFY 2011 (A3B)

- Report the total FFY **2011** allocation of Section 619 funds each LEA or ESA received for FFY **2011** (i.e., funds available July 1, **2011**).

### 6.2.2 Specific Instructions for Section B: Maintenance of Effort Reduction

The determination under 34 CFR § 300.600(a)(2) that controls whether the LEA may be able to reduce MOE (B2)

- For each LEA or ESA, report the determination under 34 CFR § 300.600(a)(2) that controls whether the LEA may be able, based on FFY **2011** funding, to reduce MOE during SY **2011-12**. For each LEA or ESA, the determinations should be specified as one of the following: meets the requirements and purposes of Part B; needs assistance in implementing the requirements of Part B; needs intervention in implementing the requirements of Part B; or needs substantial intervention in implementing the requirements of Part B.

What year's data were used to make LEA/ESA determinations in your state (B2Year)

- Report which school year's data (i.e., **2009-10** or **2010-11**) was used to make the LEA or ESA determinations that apply to whether the LEA or ESA may, based on FFY **2011** funding, reduce MOE during SY **2011-12**.

**NOTE!** The school year reported must be the same for each LEA or ESA.

Reduction of local and/or State funds pursuant to Section 613(a)(2)(C) by the LEA/ESA during SY 2011-12 (B3)

- Report the actual dollar (\$) amount that each LEA or ESA reduced local, or State and local, expenditures under the IDEA MOE provision in IDEA §613(a)(2)(C) during SY **2011-12**. Report the actual amount by which local, or state and local expenditures were reduced. Do not provide a projection of this amount. If LEA or ESA did not reduce MOE, report "NA" for not applicable.

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### 6.2.3 Specific Instructions for Section C: Provision of Coordinated Early Intervening Services (CEIS)

Was the LEA/ESA required to use 15% of funds for CEIS due to significant disproportionality in SY 2011-12? (C2A)

- Report whether each LEA or ESA was required to use 15% of IDEA 611 and 619 funds for CEIS due to significant disproportionality in SY **2011-12**. Under 34 CFR §300.646(b)(2), LEAs (including ESAs) that are identified by the SEA as having significant disproportionality based on race and ethnicity in identification, placement, or disciplinary actions must use 15% of IDEA funds for CEIS. If the required CEIS provisions in IDEA do not apply to the LEA or ESA, report “NA” for not applicable.

**NOTE!** Enter “0” for No; Enter “1” for Yes. If the required CEIS provisions in IDEA do not apply to the LEA or ESA, report “NA” for not applicable.

Amount reserved for required CEIS in the LEA/ESA in SY 2011-12(C2B)

- Report the dollar (\$) amount that was reserved for CEIS in each LEA or ESA that was required to use IDEA funds for CEIS in SY **2011-12**. If the required CEIS provisions in IDEA do not apply to the LEA or ESA, report “NA” for not applicable.

Did the LEA/ESA voluntarily use up to 15% of IDEA 611 and 619 funds for CEIS in SY 2011-12? (C3A)

- Report whether the LEA or ESA voluntarily used up to 15% of IDEA 611 and 619 funds for CEIS in SY **2011-12**. Under 34 CFR §300.226, LEAs (including ESAs) may use up to, but not more than, 15% of IDEA funds for CEIS.

**NOTE!** NA is not an acceptable value for this field.

**NOTE!** Enter “0” for No; Enter “1” for Yes.

Amount reserved for voluntary CEIS in SY 2011-12 (C3B)

- Report the dollar (\$) amount of funds reserved for voluntary CEIS during SY **2011-12**.

**NOTE!** NA is not an acceptable value for this field.

#### 6.2.4 Specific Instructions for Section D: Number of Children Receiving Coordinated Early Intervening Services

For Section D, counts should cover the entire school year. Include children in grades kindergarten through 12.

Total number of children receiving CEIS under the IDEA in the LEA/ESA during SY 2011-12 (D2)

- Report the total number of children who received CEIS under IDEA at any point during the course of the reporting year. This is an unduplicated count. This count should include children who received CEIS regardless of whether the Part B funds to support the services were required to be set aside or voluntarily set aside. A child should be included in this count whether the child received CEIS and was later determined to be eligible for special education and related services during the same or subsequent reporting year or was not determined eligible for special education and related services.

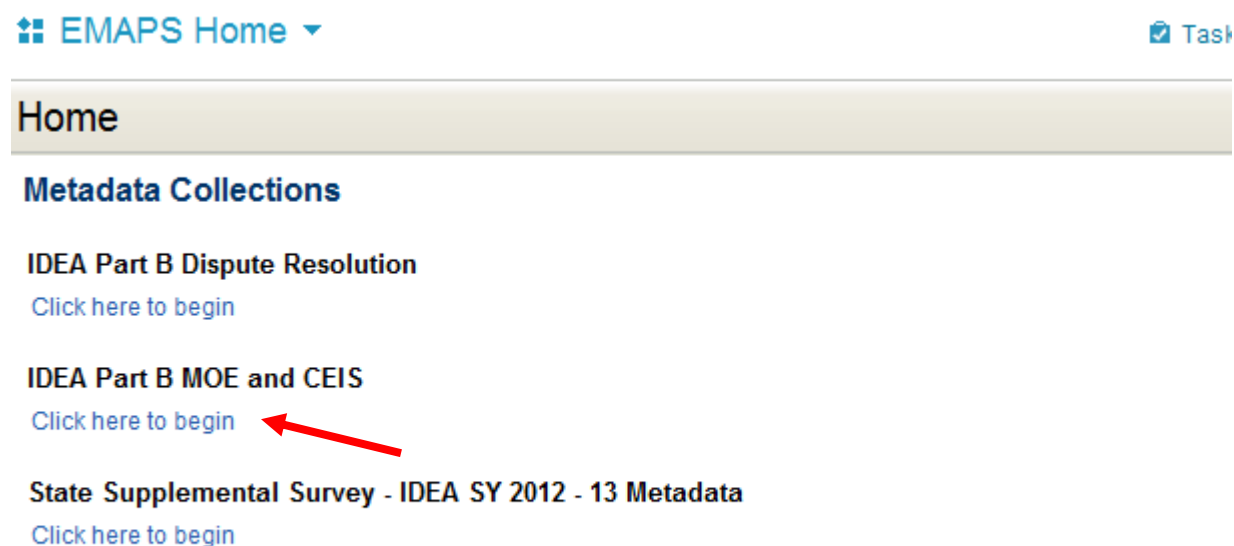
Total number of children who received CEIS under the IDEA anytime in the past two school years and received special education and related services in SY 2011-12 (D3)

- Report the total number of children who received CEIS under IDEA anytime in the past two school years (including SY **2009-2010**, SY **2010-2011**, and SY **2011-2012**) and received special education and related services in **2011-2012**. This is an unduplicated count.

## 7.0 Uploading the IDEA Part B MOE Reduction & CEIS Report

In order to upload the MOE Reduction & CEIS report, navigate to the main process page on EMAPS

When you log into EMAPS, you are immediately taken to the EMAPS Home page. Under the Metadata Collections header you will see the IDEA B MOE and CEIS link, click the link “Click Here to Begin” to start the process.



The dashboard for the page will have two sections. Select “MOE Reduction and CEIS-Upload Form” to upload the data file.

## Delaware- Part B MOE and CEIS Main

**\*\*Caution to Submitters\*\***

Please follow the following steps (also in the User Guide):

- 1) Upload Form by selecting "MOE Reduction and CEIS – Upload Form."
- 2) **WAIT FOR AN EMAIL BEFORE MOVING TO "2. Submit."** Your email will indicate that the file has processed successfully or if it has fatal flaws.
  - a. If you receive an email that says you have a fatal flaw, go back to:
    - i. "EMAPS Home"
    - ii. In the right column titled "State Supplemental Survey – IDEA Reports," select "MOE and CEIS"
    - iii. Select your State folder
    - iv. Select STATENAME "Error Reports" and review the report in the folder.
    - v. Fix your originally submitted file and start the Upload Form process over again.
  - b. If you receive an email that says your file processed successfully, go to:
    - i. "EMAPS Home"
    - ii. In the right column titled "State Supplemental Survey – IDEA Reports," select "MOE and CEI"
    - iii. Select your State folder
    - iv. Select STATENAME "Reports" and review the report in the folder.
    - v. Verify the data submitted by reviewing the auto-calculated figures and percentages provided in this report (columns H, K, L, M, P, S, and V).
    - vi. Go to column Y to review your Warnings.
    - vii. After reviewing your warnings, either:
      - a. fix the file to eliminate the warnings and start the Upload Form process over again or
      - b. follow the proceeding steps to submit the data with an explanation for the warnings.
    - viii. Go to "EMAPS Home"
    - ix. In the left column, go to IDEA Part B MOE and CEIS and select "Click here to begin"
    - x. Select STATENAME Part B MOE and CEIS MAIN
    - xi. Select "2. Submit"
    - xii. Provide notes, if needed (e.g., to explain why you are submitting with warnings).
    - xiii. Select, "Submit Data to Database."

**IDEA Part B MOE Reduction and CEIS**

-  1. MOE Reduction and CEIS - Upload Form
-  2. Submit




Type the full path of the file (including the file extension), or Click on the Browse button to display a dialog box through which the transmission file can be selected.

Once the file is selected, click on the submit button to load the file into EMAPS.

StateName - Table 8

FFY 2011/SY2011-12


Select the Tabel 8 file to be uploaded



OMB number: 1820-0557

Form Expires on: 08/31/2014

Submit



**NOTE!** Do not resubmit a file until you receive an email indicating that the first file has finished processing.



## 8.0 Accessing Fatal Errors in the IDEA Part B MOE Reduction & CEIS Report

If you receive an automated email from EMAPS indicating that your uploaded data file has fatal flaws, you will need to view the error report, fix your data file to resolve the fatal flaws, and start the Upload Form process over again.

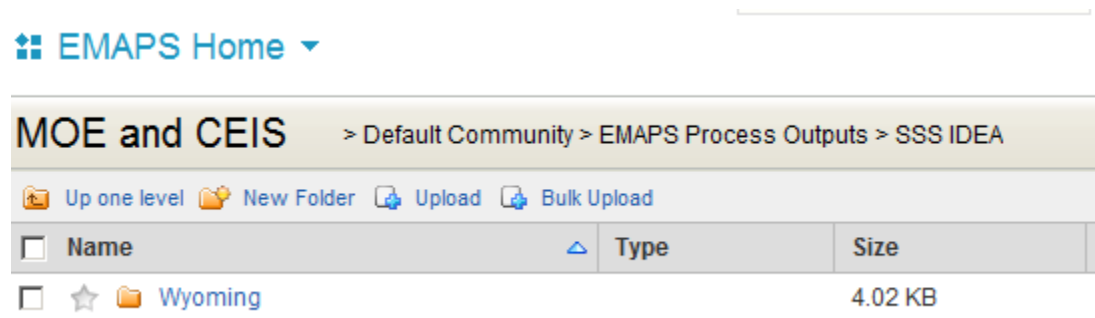
The error report will be available within EMAPS. The error report will provide information on what fatal flaws or errors appear in your data file. A fatal error will occur when the permitted value or format for each column is not used in data file. These fatal errors must be resolved in the data file in order to successfully upload the file to the EMAPS system.

**NOTE!** You will not be able to access the error report in EMAPS until you have received the automated email from EMAPS saying that the data file has been processed, and that you have fatal errors.

To access the error report, select the MOE and CEIS folder in the reports Repository.













Once you click on the survey folder your state's folder will display









Once you have clicked your state's folder select the "[Statename] Error Reports" folder

 [EMAPS Home](#) 

Wyoming > Default Community > EMAPS Process Outputs > SSS IDEA > MOE and CEIS		
 Up one level  New Folder  Upload  Bulk Upload		
<input type="checkbox"/> Name	Type	Size
<input type="checkbox"/>   Wyoming Data Files		4.02 KB
<input type="checkbox"/>   Wyoming Error Reports		0 KB
<input type="checkbox"/>   Wyoming Reports		0 KB

The error report file will be available for you to download in this folder.

Virgin Islands Error Reports > Default Community > EMAPS Process Outputs > SSS I		
 Up one level  New Folder  Upload  Bulk Upload		
<input type="checkbox"/> Name	Type	
<input type="checkbox"/>   Virgin Islands - MOE and CEIS Error Log	CSV File	

After you have identified and corrected all errors, you will need to resubmit your report.

### 8.1 Fatal Errors

Column	Type	Error Message
N/A	Fatal	The uploaded file could not be processed. Please verify that all expected columns exist and no additional columns have been added.
LEA/ESA Name	Fatal	Name required.
Update Flag	Fatal	Update Flag not a valid value
Year	Fatal	School year must be the same for all Records
B2	Fatal	Year not valid school year expected as YYYY-YY
A2A	Fatal	Not a valid value
A2A	Fatal	Must be positive value
A2B	Fatal	Not a valid value
A2B	Fatal	Must be positive value
A3A	Fatal	Not a valid value
A3A	Fatal	Must be positive value
A3B	Fatal	Not a valid value

A3B	Fatal	Must be positive value
B2	Fatal	Not a valid value
B3	Fatal	Not a valid value
B3	Fatal	Commas not allowed
C2A	Fatal	Not a valid value
C3A	Fatal	Not a valid Value
C2B	Fatal	Not a valid Value
C2B	Fatal	Commas not allowed
C3B	Fatal	Not a valid Value
C3B	Fatal	Must be positive value
C3B	Fatal	Commas not allowed
D2	Fatal	Not a valid integer
D2	Fatal	Must be a positive integer 'NA' or 'M'
D3	Fatal	Not a valid integer
D3	Fatal	Must be a positive integer 'NA' or 'M'

**Note!** The symbol <> means does not equal.

## 8.2 Instructions for Correcting Fatal Errors

If you receive an email that says you have a fatal flaw, follow these instructions:

1. Go to "EMAPS Home"
2. In the right column titled "State Supplemental Survey – IDEA Reports," select "MOE and CEIS"
3. Select your State folder
4. Select STATENAME "Error Reports" and review the report in the folder.
5. Fix your originally submitted file and start the Upload Form process over again.

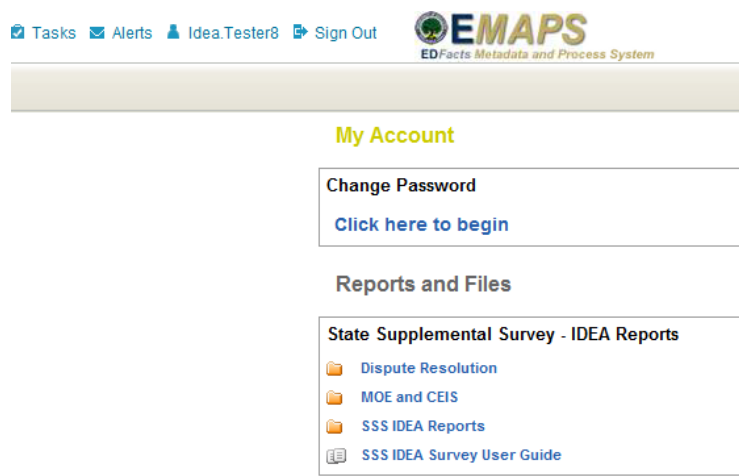
## 9.0 Accessing the Final Version of the MOE Reduction and CEIS Report

When you receive an automated email from EMAPS indicating that your data file has been successfully uploaded to the system, you should verify the data uploaded by reviewing the autocalculated figures and percentages and the warning messages in the final report.

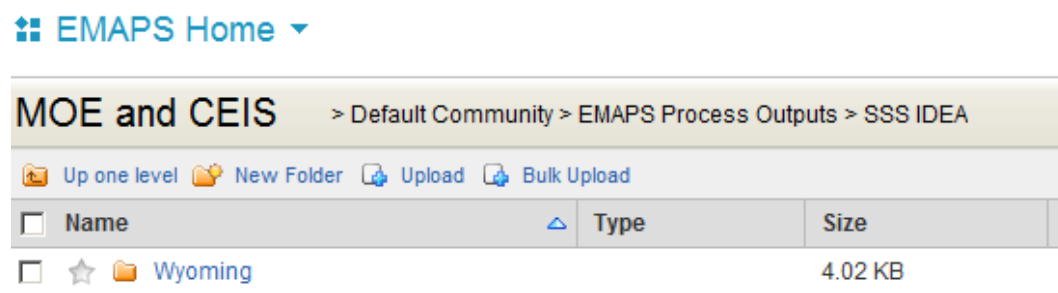
The final report will be available within EMAPS. The final report will provide warning messages related to your data file. These are similar to the edit checks used in previously in previous submissions of MOE Reduction and CEIS data. A warning will occur when an additional explanation is needed to appropriate understand the data submitted. The data file can be submitted to the database with warnings but provide an explanation for any outstanding warnings in your data file when submitted. Please see next section on submit the MOE Reduction and CEIS report for more information.

**NOTE!** You will not be able to access the final report in EMAPS until you have received the automated email from EMAPS saying that the data file has been processed.

To access the final report, select the MOE and CEIS folder in the reports Repository.



Once you click on the survey folder your state's folder will display






Once you have clicked your state's folder select the "[Statename] Reports" folder

 **EMAPS Home** ▾



## Wyoming

> Default Community > EMAPS Process Outputs > SSS IDEA > MOE and CEIS

 Up one level  New Folder  Upload  Bulk Upload



<input type="checkbox"/>	Name	Type	Size
<input type="checkbox"/>	  Wyoming Data Files		4.02 KB
<input type="checkbox"/>	  Wyoming Error Reports		0 KB
<input type="checkbox"/>	  Wyoming Reports		0 KB

The final report file will be available for you to download from this folder.

## Hawaii Reports

> Default Community > EMAPS Process Outputs > SSS IDEA > MOE and CEIS > Hawaii

 Up one level  New Folder  Upload  Bulk Upload

<input type="checkbox"/>	Name	Type	Size
<input type="checkbox"/>	  Hawaii - MOE and CIES Report FFY 2011 SY2011-12	CSV File	2.28 KB

Review your report carefully and ensure that it is correct prior to submitting the final report to the database.

## 9.1 Summary of Auto-Calculated Fields

NOTE! “M” and “NA” are considered 0 in auto-calculations.

**In Column A2C**, the dollar amount increase in the total allocation of Section 611 funds from FFY **2010** to FFY **2011** will be auto-calculated for each LEA or ESA by subtracting the FFY 2010 dollar amount from the FFY 2011 dollar amount. However, please verify the figures that are auto-calculated are correct.

**In Column A3C**, the dollar amount increase in the total allocation of Section 619 funds from FFY **2010** to FFY **2011** will be auto-calculated for each LEA or ESA by subtracting the FFY 2010 dollar amount from the FFY 2011 dollar amount.. However, please verify the figures that are auto-calculated are correct.

**In Column A4**, the total (combined) dollar amount of Section 611 and 619 allocations from FFY **2011** will be auto-calculated for each LEA or ESA by adding the Section 611 allocation dollar amount to the Section 619 allocation dollar amount. However, please verify the figures that are auto-calculated are correct.

**In Column A5**, 15% of the total (combined) dollar amount of Section 611 and 619 allocations from FFY **2011** will be auto-calculated for each LEA or ESA (see formula below) However, please verify the percentages that are auto-calculated are correct.

FFY <b>2011</b> 611 allocation	\$500,000
+ FFY <b>2011</b> 619 allocation	-\$200,000
Total FFY 2011 IDEA allocation	\$700,000

$$\begin{array}{l} \text{Total FFY 2011 IDEA allocation} \times .15 = 700,00 \times .15 = 105,000 \\ \text{15\% of Total FFY 2011 IDEA allocations} \end{array}$$

**In Column B4**, the percent of the available MOE reduction that the LEA or ESA took during SY **2011-2012** will be auto-calculated. This is a percent of the amount the LEA is allowed to take for the MOE reduction. The percent of available reduction taken by the LEA or ESA during SY **2011-2012** will be calculated using the following method: subtract the FFY **2010** Section 611 allocation (Column A2A) from the FFY **2011** Section 611 allocation (Column A2B) and multiply the difference by 50% (this will equal the largest allowable amount for the MOE reduction). Divide the amount of the reduction of local or State and local funds taken pursuant to Section 613(a)(2)(C) by the LEA or ESA during SY **2011-2012** (Column B3) by the product and multiply the quotient by 100. For example, if an LEA's FFY **2010** allocation of Section 611 funds was \$500,000 and the same LEA's FFY **2011** allocation of Section 611 funds was \$700,000, the allocation would have increased \$200,000 from FFY **2010** to FFY **2011**. To calculate the amount the LEA could reduce its MOE, the LEA would multiple \$200,000 by 50% which equals \$100,000. This \$100,000 is the maximum allowable amount for the MOE reduction. If

the LEA actually reduced its local, or State and local, expenditures by \$50,000 (reported in Column B3), the auto-calculated percentage would equal \$50,000 divided by \$100,000 (the maximum allowable amount for the reduction), multiplied by 100, which equals 50% of the available reduction.

FFY <b>2011</b> allocation (Column A2B)	\$700,000
- FFY <b>2010</b> allocation (Column A2A)	<u>-\$500,000</u>
Increase in funds between FFY <b>2010</b> and <b>2011</b>	\$200,000

Increase in funds between FFY <b>2010</b> and <b>2011</b>	\$200,000
<u>x Maximum % MOE reduction</u>	<u>x 50%</u>
Maximum allowable amount for MOE reduction	\$100,000

<u>Amount reduction taken by LEA (Column B3)</u>	<u>\$50,000</u>	= .50
Maximum allowable amount of MOE reduction	\$100,000	

Percent of available MOE reduction taken (Column B4)  $.50 \times 100 = 50\%$

Do not report any percentages in Column B4. However, please verify the percentages that are auto-calculated are correct.

**In Column C2C**, the percent of IDEA funds that the LEA or ESA was required to reserve for CEIS due to significant disproportionality in SY **2011-2012** will be auto-calculated using the figures from Column C2B and Column A2B and Column A3B (please see formula below). Do not report any percentages in Column C2C. However, please verify the percentages that are auto-calculated are correct.

FFY <b>2011</b> 611 allocation	\$500,000
+ FFY <b>2011</b> 619 allocation	<u>-\$200,000</u>
Total FFY 2011 IDEA allocation	\$700,000

<u>Amount reserved for required CEIS</u>	<u>\$105,000</u>	= .15
Total FFY 2011 IDEA allocation	\$700,000	

Percent of IDEA funds reserved for required CEIS  $.15 \times 100 = 15\%$

**NOTE!** If the Column C2A response is “Yes” to indicate that the LEA or ESA was required to reserve funds for CEIS, then the figure in Column C2B and the percentage

auto-calculated in Column C2C should equal 15% of the total LEA or ESA allocation for Sections 611 and 619 in FFY **2011**.

**In Column C3C**, the percent of IDEA funds that the LEA or ESA used for voluntary CEIS during SY **2011-2012** will be auto-calculated using the figures from Section C, Column C3B and Section A, Column A2B and Column A3B (please see the formula below). Do not report any percentages in Column C3C. However, please verify the percentages that are auto-calculated are correct.

FFY <b>2011</b> 611 allocation	\$500,000
+ FFY <b>2011</b> 619 allocation	<u>-\$200,000</u>
Total FFY 2011 IDEA allocation	\$700,000

$$\frac{\text{Amount reserved for voluntary CEIS}}{\text{Total FFY 2011 IDEA allocation}} = \frac{\$90,000}{\$700,000} = .128$$

$$\text{Percent of IDEA funds reserved for voluntary CEIS} = .128 \times 100 = 12.8\%$$

**NOTE!** If the Column C3A response is “Yes” to indicate that the LEA or ESA voluntarily used funds for CEIS, then the figure in Column C3B and the percentage auto-calculated in Column C3C should be less than or equal to 15% of the total LEA or ESA allocation for Sections 611 and 619 for FFY **2011**.



## 9.2 Warnings

Column	Warning Message
A2A A2B A3A A3B	A warning will be written to the final report when column A2A, A2B, A3A, or A3B contain either a zero or 'NA' or 'M'
A5 C2B	A warning will be written to the final report when column A5 (15% of the total LEA/ESA allocation for Sections 611 and 619 for FFY 2011) does not equal column C2B provided (Amount reserved for required CEIS in the LEA/ESA).
B4	A warning shall be written to the final report when the percent available reduction taken by the LEA/ESA (B4) is greater than 100%.
B2	A warning will be written to the final report when 'NA' is the value for column B2 (specify the determination under 34 CFR§300.600(a)(2) that controls whether the LEA may be able to reduce MOE).
C2A D2	A warning will be written to the final report when Column C2A (Was the LEA/ESA required to use 15% of funds for CEIS due to significant disproportionality) was "Yes" and column D2 (Total number of children receiving CEIS under the IDEA in the LEA/ESA) was zero, M, or NA.
C3A D2	A warning will be written to the final report when Column C3A (Did the LEA/ESA voluntarily use up 15% of IDEA 611 or 619 fund for CEIS) was "Yes" and column D2 (Total number of children receiving CEIS under the IDEA in the LEA/ESA) was zero, M, or NA.
C2A C3A	A warning will be written to the final report when Column C2A (Was the LEA/ESA required to use 15% of funds for CEIS due to significant disproportionality) was "Yes" and Column C3A (Did the LEA/ESA voluntarily use up 15% of IDEA 611 or 619 fund for CEIS) was "Yes".
A5 C3B	A warning will be written to the final report when column A5 (15% of the total LEA/ESA allocation for Sections 611 and 619 for FFY 2011) is less than column C3B (Amount reserved for voluntary CEIS).
C2A C3A	A warning will be written to the final report when Column C2A (Was the LEA/ESA required to use 15% of funds for CEIS due to significant disproportionality) was "No" and Column C3A (Did the LEA/ESA voluntarily use up 15% of IDEA 611 or 619 fund for CEIS) was "No" and column D2 (total number of children who received CEIS during reference period) is greater than zero.
C2A C2B	A warning will be written to the final report when Column C2A (Was the LEA/ESA required to use 15% of funds for CEIS due to significant disproportionality) was "Yes" and column C2B (Amount reserved for required CEIS in the LEA/ESA) was zero, NA, or M.
C3A C3B	A warning will be written to the final report when Column C3A (Did the LEA/ESA voluntarily use up 15% of IDEA 611 or 619 fund for CEIS) was "Yes" and column C3B (Amount reserved for voluntary CEIS) was zero or M.
B2 B3	A warning will be written to the final report when column B2 (specify the determination under 34 CFR §300.600(a)(2) that controls whether the LEA may be able to reduce MOE) not equal '1' and column B3 (reduction of local and/or State funds taken pursuant to Section 613(a)(2)(C)) is greater than 0.

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A2C B3	A warning will be written to the final report when column A2C (increase in LEA/ESA allocations for Section 611 of IDEA) is less than or equal to 0 and column B3 (reduction of local and/or State funds taken pursuant to Section 613(a)(2)(C)) is greater than 0.
C2A B3	A warning will be written to the final report when Column C2A (Was the LEA/ESA required to use 15% of funds for CEIS due to significant disproportionality) was "Yes" and column B3 (reduction of local and/or State funds taken pursuant to Section 613(a)(2)(C)) is greater than 0.
All	A warning will be written to the final report when a "M" is reported for any column.

## 10.0 Submitting the Final IDEA Part B MOE Reduction and CEIS Report

Once there are no fatal errors in the report, and you have reviewed all data in the report you can submit the data to the database. On the MOE Reduction and CEIS Dashboard page select submit.

### Delaware- Part B MOE and CEIS Main

#### \*\*Caution to Submitters\*\*

Please follow the following steps (also in the User Guide):

- 1) Upload Form by selecting "MOE Reduction and CEIS – Upload Form."
- 2) **WAIT FOR AN EMAIL BEFORE MOVING TO "2. Submit."** Your email will indicate that the file has processed successfully or if it has fatal flaws.
  - a. If you receive an email that says you have a fatal flaw, go back to:
    - i. "EMAPS Home"
    - ii. In the right column titled "State Supplemental Survey – IDEA Reports," select "MOE and CEIS"
    - iii. Select your State folder
    - iv. Select STATENAME "Error Reports" and review the report in the folder.
    - v. Fix your originally submitted file and start the Upload Form process over again.
  - b. If you receive an email that says your file processed successfully, go to:
    - i. "EMAPS Home"
    - ii. In the right column titled "State Supplemental Survey – IDEA Reports," select "MOE and CEI"
    - iii. Select your State folder
    - iv. Select STATENAME "Reports" and review the report in the folder.
    - v. Verify the data submitted by reviewing the auto-calculated figures and percentages provided in this report (columns H, K, L, M, P, S, and V).
    - vi. Go to column Y to review your Warnings.
    - vii. After reviewing your warnings, either:
      - a. fix the file to eliminate the warnings and start the Upload Form process over again or
      - b. follow the proceeding steps to submit the data with an explanation for the warnings.
    - viii. Go to "EMAPS Home"
    - ix. In the left column, go to IDEA Part B MOE and CEIS and select "Click here to begin"
    - x. Select STATENAME Part B MOE and CEIS MAIN
    - xi. Select "2. Submit"
    - xii. Provide notes, if needed (e.g., to explain why you are submitting with warnings).
    - xiii. Select, "Submit Data to Database."

#### IDEA Part B MOE Reduction and CEIS

1. MOE Reduction and CEIS - Upload Form
2. Submit

Prior to submitting your data to the database you may enter any comments to explain any warnings or inconsistencies with your data.

Once you have made any necessary comments, click the 'Submit Data to Database' button in order to submit the report.

2. Submit

Show task info ▾

StateName - Submit

After reviewing your CSV file, please provide any comments to further explain your data submission and click the "Submit Data to Database" button.

Please note that the data provided resulted in data warnings. Warnings are displayed within your CSV file.

Please provide any additional information supplementing any warnings in the CSV file, if needed.

Submit Data to Database

**NOTE!** You will not be able to submit data to database if the uploaded file is not valid or if there is a file that is still processing.



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